CHRIS

California Historical Resources Information System

Modernization and Sustainability Plan

Developed with the assistance of

The Results Group

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Overview: A Call to Action

About the CHRIS

The California Historical Resources Information System (CHRIS) consists of 10 Information Centers (ICs), the California Office of Historic Preservation (OHP), and the State Historical Resources Commission (SHRC). The OHP administers and coordinates the CHRIS and presents proposed CHRIS policies to the SHRC, which approves these polices in public meetings. The CHRIS Inventory includes the statewide Historical Resources Inventory maintained by the OHP and the records managed under contract by the 10 ICs.

The ICs provide historical resources information, generally on a fee-for-service basis, to local governments, state and federal agencies, Native American tribes, and individuals with responsibilities under the National Environmental Policy Act, the National Historic Preservation Act, and the California Environmental Quality Act (CEQA), as well as to the general public.

Currently, the OHP and the ICs each maintain separate parts of the CHRIS Inventory. The OHP's portion is statewide in scope, but primarily includes information that has been submitted directly to that office. Each of the ICs maintains a part of the CHRIS Inventory that, although it is geographically limited to that IC's county-defined service area (see Appendix C for a map), includes some information forwarded from the OHP, plus information that has been submitted directly to that IC by users of the CHRIS. These different parts of the CHRIS Inventory are a combination of paper documents and maps and digital files (whether submitted digitally or converted to that format by the CHRIS). This document references the collective information managed in the CHRIS Inventory as the CHRIS database, whether in its current partitioned state or the single inventory envisioned for the future.

Mission

The California Historical Resources Information System protects the state's cultural heritage by:
- Maintaining an up-to-date inventory of historical resources.
- Assisting organizations, professionals, and the public in accessing this information.
- Promoting preservation of California's diverse and irreplaceable historical resources.

A Shared Vision

This Modernization and Sustainability Plan puts the CHRIS on a path to achieve what we and our stakeholders agree needs to be accomplished – a shared vision:

To enhance historical preservation efforts throughout California,
the CHRIS will maintain a single comprehensive statewide electronic inventory of historical resources and provide information to clients and the public rapidly, consistently, and cost-effectively. This integrated database will also enable the CHRIS to enhance its education and outreach efforts.

By implementing the measures outlined in this Plan, this vision will be attained in four years or less.
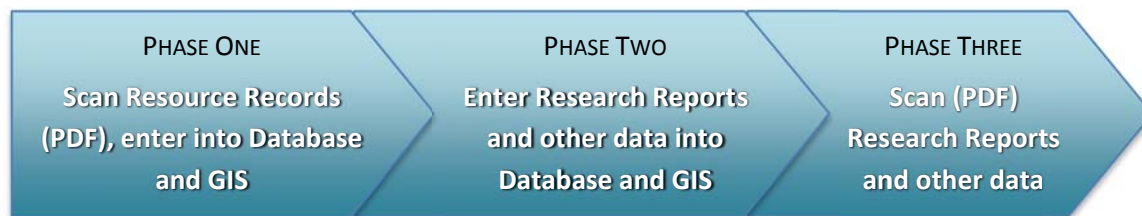
How We Have Been Moving Toward the Vision

This vision is not entirely new. The SHRC, OHP, and ICs, with some support from public and private CHRIS users, have been working to develop a statewide electronic inventory for years. However with little additional funding for this purpose, the CHRIS has been using its limited resources to both continue its ongoing services while also undertaking a major statewide effort to digitize the historical resources inventory. The following provides an indication of the scale of effort in these two areas:

1. The CHRIS continues to collect historical resources information and serve its clients by:
    *   Adding an average of 20,000 new resource records and reports to the inventory each year.
    *   Producing an average of 6,100 records searches each year for a broad range of clients.
    *   Providing information to professionals, academics, students, and the general public.

2. In digitizing the historical resources inventory, the CHRIS is:
    *   Converting nearly 650,000 resource records, research reports, and other data from paper to digital format (which includes Geographic Information System [GIS] data, attribute databases, and PDF documents).
    *   Checking and correcting the data so that the digital inventory will be highly accurate and reliable.

Three Phases to Achieve a Digitized Statewide Inventory

Going forward, the process of converting the remaining non-digital resource records and other data to digital format is being undertaken in three phases:

PHASE ONE	PHASE TWO	PHASE THREE
Scan Resource Records (PDF), enter into Database and GIS	Enter Research Reports and other data into Database and GIS	Scan (PDF) Research Reports and other data

PHASE ONE. The OHP and the ICs are digitizing the resource records that are the core of the statewide inventory, including both cultural and architectural resources. The process includes:
*   Scanning each resource record, converting it to electronic format (PDF).
*   Entering information into the CHRIS database: the attributes of the resource, and other data from the resource record.
*   Entering the resource into GIS as a digital shape.

PHASE TWO. Research reports typically cover a larger geographic area than a resource record, and may include numerous resources within that area. Thus, it requires significantly more time to enter the information contained in a single report than that contained in a resource record. Therefore, this process will be completed as a second phase, although the two phases will overlap in time. The process includes:
*   Entering the report information into the CHRIS database.
*   Entering the report area, and the resources within that area, on the CHRIS GIS as a digital shape or set of shapes.

PHASE THREE. Because research reports are often many pages in length, and pages may vary in size and legibility, scanning these documents is a very labor-intensive and time-consuming process. Also, copies of these research reports are infrequently requested from the CHRIS. Therefore, these reports will be scanned and converted to PDF format using two approaches:

- When a client requests a copy of a report, it will be scanned and provided in PDF format.
- Other reports will be scanned to PDF format as staff time permits.

Accelerating the Achievement of the Vision

As noted above, Phase Three is lower in priority for the CHRIS and its clients – it is not necessary to scan all research reports, since the ICs will scan a report when a copy of it is requested, and the client will receive it in PDF format. Therefore we are focusing on Phases One and Two at this time. The current digitization process utilizing GIS and moving towards a standardized database has been ongoing for about 10 years, and these two phases are nearly halfway to completion. Most of this has been accomplished within the normal budgets of the OHP and the ICs, often with staff working on digitization in addition to their regular duties.

The time to complete Phases One and Two is estimated to be about eight years if we continue at our current pace. However, this Plan proposes to cut this time in half–completing Phase One in less than two years and Phase Two in less than two more.

Current Timeline. Without substantial new revenue, the CHRIS will continue its current approach to digitization. Completion of Phases One and Two will take at an estimated eight years, as shown in the following timeline:

	2013	2014	2015	2016	2017	2018	2019	2020
Phase 1: Digitize Resources/Records	██	██	██	██	██			
Phase 2: Enter Research Report data			██	██	██	██	██	██

Accelerated Timeline. The following pages set forth a plan to achieve the vision much more rapidly through a concerted effort of the CHRIS and its stakeholders, completing Phases One and Two in half the timeline above:

	2013	2014	2015	2016	2017	2018	2019	2020
Generate Additional Funding	██	██						
Phase 1: Digitize Resources/Records	██	██	██					
Phase 2: Enter Research Report data		██	██	██				

Accomplishing this will require significant additional funding to:

- Put in place a team of experts who will work full time for nearly four years to complete Phases One and Two. They will utilize specialized technology (e.g., high speed scanners) and implement a coordinated, centralized, and streamlined statewide digitization process.
- Build the technology infrastructure to support a single statewide digital inventory.

- Establish a web-based platform for qualified professionals to submit historical resources data over the Internet, and for clients to request records searches in a digital format.

Achieving this accelerated timeline will require the CHRIS and its stakeholders working together to bring in $5-6 million in additional funding.* When the digitization identified in Phases One and Two is completed, the statewide electronic inventory will enable the CHRIS to:

- Reduce the turnaround time to conduct records searches and other services.
- Provide a range of new service offerings and ways for clients and the public to access the CHRIS inventory.
- Support broader historic preservation efforts, including education and outreach at the local level.

Goals, Objectives, and Strategies. The following pages set forth the goals, objectives, and strategies to achieve the CHRIS Vision identified above within the accelerated time frame.

_____
* A description of the proposed staffing, digitization process, and budget will be contained in a separate project Action Plan.

Goals, Objectives and Strategies

THE THREE GOALS

Statewide Digital CHRIS Inventory

Enhanced Historic Preservation Efforts

CHRIS Financial Model
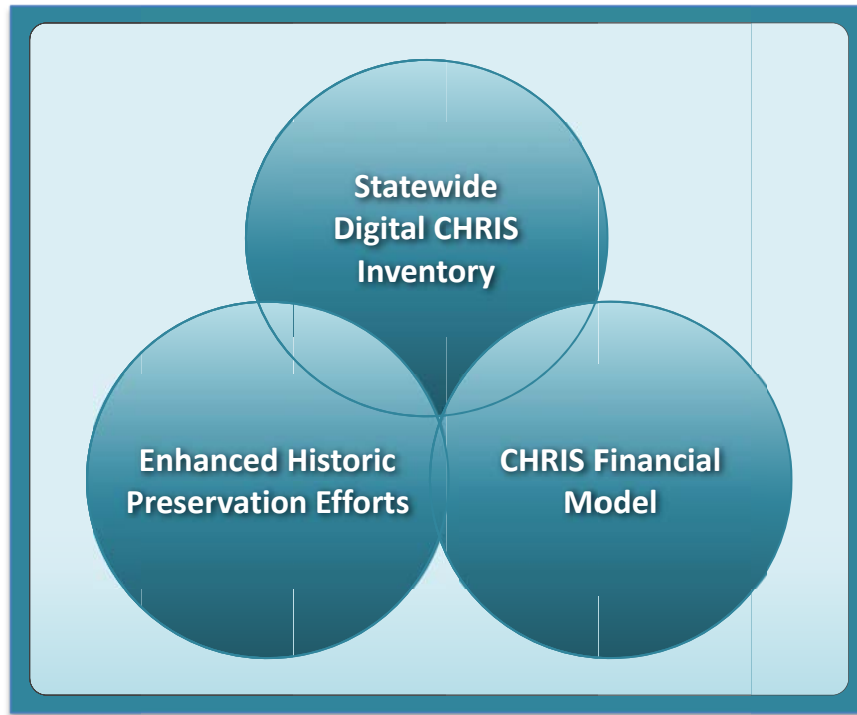
GOAL 1: COMPLETE DEVELOPMENT OF A STATEWIDE DIGITAL CHRIS INVENTORY

OUTCOME: *The CHRIS maintains an electronic statewide inventory of historical resources, with information accessible easily and cost-effectively through the Information Centers (ICs), the CHRIS website, and the Office of Historic Preservation (OHP).*

OBJECTIVES

1. *Statewide*. The CHRIS inventory will maintain historical resources information across California in a seamless, consistent, readily accessible format.

2. *Electronic*. Resource records and reports will be submitted to the CHRIS electronically, allowing staff to enter information into the CHRIS inventory rapidly and accurately. Clients will request records searches online, enabling the ICs to complete the search with precision and speed. Non-confidential information will be accessible to the general public through the CHRIS website.

3. *Accessible*. Clients will experience first-rate customer service and receive consistent high-quality products from ICs throughout the state. Staff will be available during normal business hours to assist clients in accessing historical resource information. In addition, non-confidential information will be made available in readily searchable format on the CHRIS website.

IMPLEMENTATION STRATEGIES

Strategy A: Funding. Raise $5-6 million to complete Phases One and Two of the statewide historical resources digitization, which will result in an electronic statewide inventory of cultural and architectural resources. The initial, concurrent, steps to implement this strategy will be to:

- Confer with statewide organizations for which the statewide electronic database, and the enhanced services that are possible because of it, stand to provide the most utility and direct benefit. Discuss funding strategies to fund the initial digitization and ongoing updating of the CHRIS inventory.
- Work with other stakeholders to raise the funds needed to complete Phases One and Two.
- Recruit a Fund Development Officer to be paid out of existing CHRIS resources to support the effort by the OHP and the ICs to raise the necessary funds for Phases One and Two.

Strategy B: Phase One Digitization. Complete statewide digitization of the resource data that are the core of the statewide inventory, including data about both archaeological and non-archaeological resources. The process includes scanning each resource record and converting it to PDF format, entering the attributes of the resource and other data from the resource record into the CHRIS database, and entering the resource location as CHRIS GIS vector data. The initial steps to implement this strategy will be to:

- Work with the OHP and each of the Information Centers to more precisely identify the site records and reports that have not yet been converted to digital format, the level of effort that will be required to digitize them, and the best approach to take.
- Establish a team of experts (staff and/or contractors) to conduct the digitization as a coordinated, efficient statewide effort.
- Put in place a project management structure (leadership, staffing, timeline, costs, etc.) for the statewide effort and initiate the project.

Strategy C: Phase Two Digitization. Enter research report bibliographic information into the CHRIS database and enter the digital shapes on the CHRIS GIS maps (i.e., the overall report area, sites noted within the area, etc.).

Strategy D: Stage Three Digitization. Because converting research reports to PDF format is a labor-intensive process and copies of reports are infrequently requested, the CHRIS will scan and convert these reports to PDF format using two approaches:

- When a copy of a report is requested from the CHRIS, it will be digitized and provided in PDF format.
- Simultaneously, reports will be systematically digitized in each IC as staff time permits.

Strategy E: Continuous Improvement. Continue ongoing efforts to improve and streamline work processes to reduce the cost and turnaround time to respond to customer requests. Also, continuously strive to increase the breadth of data in the CHRIS inventory and the range of services offered to customers. The following are a few examples that are underway or envisioned:

- Complete the current effort to provide a web-based portal for professionals to submit data to the ICs (resource records, research reports, etc.) and submit requests for records searches.
- Work with other entities that collect historical resources information to incorporate additional data into the CHRIS inventory, thus providing greater value to customers and increasing the system's effectiveness in protecting historical resources.
- Develop web-based public access to non-confidential information in the CHRIS inventory.

GOAL 2: ENHANCE HISTORIC PRESERVATION EFFORTS STATEWIDE

OUTCOME: *The CHRIS structure and electronic capabilities enable partnerships with other organizations and support robust historic preservation efforts throughout California.*

OBJECTIVES

1. *Federal, State and Local Agencies, Native American tribes*. Federal and state agencies and tribes (including those with Tribal Historic Preservation Officers) will maximize their historic preservation efforts by fully utilizing the CHRIS electronic inventory. Local planning departments will further enhance their capabilities to meet local and state regulatory obligations through formal agreements with ICs.

2. *Education and Outreach*. The ICs will conduct education and outreach to professionals in the field, academic institutions, government agencies, and the general public in order to maximize historic preservation efforts throughout California.

IMPLEMENTATION STRATEGIES

Strategy A: Comprehensive CHRIS Inventory. Secure long-term agreements with federal and state agencies to submit historical resources information for inclusion in the CHRIS inventory, and to utilize the CHRIS as their primary source for historical resources information.

Strategy B: Local Planning. Work with local planning departments to maximize their historic preservation role; recommend that they include the use of the CHRIS within their permit approval process (e.g., design review, use permits, rezoning, subdivisions, etc.) and in other areas where CHRIS data can serve as a valuable resource (e.g., development of ordinances and plans, local designations, etc.).

Strategy C: State and Federal Agencies. Confer with state and federal agencies regarding opportunities to work more closely together (for example, the US Forest Service, Bureau of Land Management, FEMA, Caltrans, CALFIRE).

Strategy D: Education and Outreach. Develop a statewide approach to historical resources education and outreach. Identify activities to be conducted on a statewide basis, as well as distinct local approaches based on specific needs and opportunities. For example:

- Work with the Native American Heritage Commission and tribal organizations, and establish mutual-benefit arrangements with universities and colleges across the state, to educate emerging professionals about historic preservation.
- Once the initial digitization is completed and a statewide approach to education and outreach is developed, re-evaluate the CHRIS regional structure (the number of ICs, their boundaries, etc.) to maximize ICs' ability to support historic preservation locally and regionally.

GOAL 3: ESTABLISH AND MAINTAIN A VIABLE CHRIS FINANCIAL MODEL

OUTCOME: *The CHRIS financial model supports maintenance of a comprehensive statewide inventory, efficient customer service, web-based access to information, and the long-term sustainability of the California Historical Resources Information System.*

OBJECTIVES

1. *Fees for Service.* Provide efficient, rapid, high-quality service to clients at the lowest possible rates.

2. *Innovative Services.* Utilize data subscriptions and other innovative approaches to enhance customer service and generate revenue to support the CHRIS.

3. *Grants and Donations.* Seek funding from public agencies and philanthropic sources for special projects and periodic enhancements to the CHRIS.

IMPLEMENTATION STRATEGIES

As described in Goal One, substantial funds will need to be raised in order to complete the statewide digitization process. The strategies to achieve this are identified on the previous pages. Goal Three focuses on two areas:

- Maintaining sufficient resources to continue normal CHRIS operations during the accelerated conversion effort.
- After completion, utilizing the statewide electronic inventory to expand services, maximize revenue-generating activities, and keep CHRIS fees for services as low as possible.

Strategy A: During Digitization. During completion of the initial digitization, maintain sufficient funding to maximize quality and timeliness of ongoing service to clients, while at the same time completing the statewide digital conversion.

Strategy B: After Digitization is Completed. Once the initial digitization is completed, implement new processes and procedures that utilize the statewide electronic inventory to streamline CHRIS operations and enhance customer service. Re-evaluate CHRIS costs and fee structure.

Strategy C: Service Offerings. Utilize the statewide electronic inventory to expand IC service offerings to local communities, historic preservation groups, and the business community to enhance historic preservation and ensure the financial viability of the ICs

Strategy D: Funding Sources. Initiate a comprehensive statewide effort to pursue additional funding sources for CHRIS education and outreach efforts, technology improvements, and special projects that will enhance customer service and historic preservation efforts.

The Next Step: An Action Plan for the Next 18 Months

This Modernization and Stabilization Plan sets forth an ambitious agenda for the CHRIS, much of which will need to be accomplished in the next 18 months. The plan's Steering Committee is now focusing on developing an Action Plan delineating the specific tasks to be taken over the next 18 months, and how those tasks will be accomplished through a collaborative effort of the CHRIS and its partners.

Appendix A: About the California Historic Resources Information System

CHRIS Inventory

The **California Historical Resources Information System (CHRIS) Inventory** includes the paper and electronic records, reports, and associated maps and geographic data in the inventory of historical resources maintained by the OHP and the paper and electronic records, reports, and associated maps and geographic data maintained and managed, under contract, by the regional **Information Centers (ICs)**. Individuals and government agencies seeking information on historical resources should begin their research by contacting the regional Information Center that services the county or counties of interest. The IC Roster on the OHP's website identifies the locations, contact information, and counties served by each IC.

California Office of Historic Preservation (OHP)

The OHP has various federal and state mandated duties and obligations related to historic preservation. This Plan focuses on historic resource inventory management, and includes elements of public education, outreach, and technical assistance (see Appendix D for more details on the OHP's federal and state mandates). The historic resource inventory maintained as part of the CHRIS Inventory by the OHP includes a variety of information types form a variety of sources. Most of the resources included in the OHP's inventory fall under one or more of the following categories:

- Resources identified and evaluated in local government historical resource surveys;
- Resources evaluated and determinations of eligibility (DOEs) made in compliance with Section 106 of the National Historic Preservation Act;
- Resources evaluated for federal tax credit certifications;
- Resources considered for listing in the National and California Registers or as California State Landmarks or Points of Historical Interest.

Information Centers (ICs)

ICs provide archeological and historical resources information, on a fee-for-service basis, to local governments and individuals with responsibilities under the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), and the California Environmental Quality Act (CEQA), as well as to the general public. They each:
- Integrate newly recorded resources and information on known resources from the OHP's historic resources inventory into the inventory data they maintain.
- Collect and maintain information on historical and archeological resources developed under projects or activities which were not reviewed under a program administered by the OHP, including:
- Information on individual resources identified and evaluated in CEQA documents;
- Archaeological surveys performed by academic or avocational groups which are not associated with federal projects; and
- Archeological and/or historical resource surveys conducted by agencies for planning purposes that do not involve an undertaking subject to review under Section 106 of the NHPA.

Appendix B: List of Information Centers

Center	Location	Host
Northeast Information Center California	Chico	CSU Chico Research Foundation
Northwest Information Center	Rohnert Park	Sonoma State University
South Central Coastal Information Center	Fullerton	Department of Anthropology, CSU Fullerton
North Central Information Center	Sacramento	University Enterprises, Inc. (at CSU Sacramento)
Central Coast Information Center	Santa Barbara	Regents of the University of California, Santa Barbara
Central California Information Center	Turlock	CSU Stanislaus
Southern San Joaquin Valley Information Center	Bakersfield	CSU Bakersfield
Eastern Information Center	Riverside	Regents of the University of California, Riverside
San Bernardino Archeological Information Center	Redlands	San Bernardino County Museum
South Coastal Information Center	San Diego	San Diego State University Research Foundation

Appendix C: Map of the Information Centers and Their Service Areas

Appendix D: OHP and CHRIS Legal Obligations Summary

**Legal Obligations for the Office of Historic Preservation (OHP) and
California Historical Resources Information System (CHRIS)
Related to Development of a Plan for
Inventory Management, Outreach and Education Responsibilities**

This document provides information about the legal obligations (statutory and contractual) associated with the OHP's responsibility and authority to manage the CHRIS and the CHRIS Inventory, and to provide what is being referred to as "outreach" and "education" for purposes of this plan.

NATIONAL HISTORIC PRESERVATION ACT OF 1966

It shall be the responsibility of the State Historic Preservation Officer [("SHPO")] to administer the State Historic Preservation Program and to, in cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive statewide survey of historic properties and maintain inventories of such properties;… (16 USC 470a(b)(3)(A).)
…advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities:.. (16 USC 470a(b)(3)(E).)
…provide public information, education, and training, and technical assistance in historic preservation;…"
(16 USC 470a(b)(3)(G).)

CALIFORNIA PUBLIC RESOURCES CODE

The [State Historical Resources Commission ("SHRC")] shall do all of the following:…

> Conduct a statewide inventory and maintain comprehensive records of historical resources pursuant to state and federal law, including, but not limited to, historical landmarks and points of historical interest…. (PRC § 5020.4(a)(2).)

[the OHP] shall do all of the following:

> …Provide public education and information on the preservation and enhancement of historical resources. (PRC § 5024.6(g).)

> Provide information and technical assistance to local, state, and national organizations to promote preservation and enhancement of historical resources by developing model ordinances, financial mechanisms, educational programs, conferences, workshops, and other materials. (PRC § 5024.6(h).)

> Administer and maintain the State Historic Resources Inventory in accordance with procedures developed by [the OHP] and adopted by the [SHRC]. (PRC § 5024.6(n).)

NATIONAL PARK SERVICE'S HISTORIC PRESERVATION FUND GRANTS MANUAL

Responsibilities of the State Historic Preservation Officer:…

Directing and conducting a comprehensive survey of historic properties and maintaining inventories of such properties (Ch 3, Section B.2.a.1)…

Advising and assisting Federal and State agencies and local governments in carrying out their historic preservation responsibilities (Ch 3, Section B.2.a.5)…

Providing public information, education, training and technical assistance related to historic preservation (Ch 3, Section B.2.a.7).

Appendix E: Glossary

Glossary of Terms Used in this Plan

[Glossary is in development]